

KEIZER'S AUTO GROUP



KEIZER'S



THE COACHWORKS



NOW HIRING!

Keizer's Auto Group is currently looking for an *experienced* Full-Time Client Service Advisor

CLIENT SERVICE ADVISOR

Job Summary

We offer a clean, organized work environment, competitive wages and benefits.

Job Description & Skill Requirements:

- Service Advisor is responsible for establishing rapport with customers.
- Ability to receive customers with courtesy and efficiency over the phone and in person
- Document vehicle problems by listening to customers describe them.
- Maintains extensive contact with customers, phoning to provide estimates on service and repairs before jobs are begun, explaining the appointments/scheduling systems to customers
- Prepare estimates for service work completed
- Source parts required for repairs
- Book appointments using Manage Database System
- Ability to encourage vehicle service/maintenance and problem prevention with customers
- Constantly communicates with Service Manager and Technicians to obtain information on needed vehicle repairs.
- Must be capable of working independently, managing his or her time and work flow.
- Must have the ability to multi task in a fast-paced environment

Qualifications and Skills

Completion of High School

Must have previous customer service experience

Valid driver's license

Email your resume to: dalekeizer@keizers.ca

We offer excellent compensation, continuous training and advancement opportunities.